

2.3.3 Utility Hookups

During the design the Architect/Engineer shall identify and coordinate with the applicable utility company all issues pertinent to the proper installation of utilities on a project. Examples of the tasks that shall be completed by the Architect/Engineer are as follows:

- Obtain from the local jurisdictions written authorization to connect to the public water supply system, storm drain system, sanitary system, etc. (See Utilities re. Checklist for Permit and Approvals)
- Identify in the construction documents all fees to be carried by the general contractor in his bid for utility connections to the public utility systems.
- Coordinate with the regulated utilities (e.g., electric company, gas company, etc.) the requirements that must be completed to properly install the utilities. Identify all fees and other costs associated with the utility hookups so that DPW can process a purchase order in a timely manner to avoid delay. Complete Checklist for Permits and Approvals and return to the DPW-Project Manager.

The A/E shall submit the design development drawings to the local utility owner before inclusion into the project documents.

The drawings submitted at the design development (DD) phase shall be complete drawings with respect to the Consultants Manual requirements and shall clearly indicate all expansions, additions, or relocation of utility systems which connects to the local utility. The documents must also clearly show the nature and extent of the work, the details for the construction, and note the sequence of the construction, as appropriate. The task shall be directed and coordinated by the prime design professional. All relocation or extensions of major local utility or agency underground utility lines shall be prepared under the direction of a registered professional engineer competent in this area of design and construction.

Coordination with the Regulated Utilities: Prior to the CD phase, Coordinate with the regulated utilities (e.g., electric company, gas company, water, sewer, etc.) the requirements that must be completed to properly install the utilities. The Consultant shall submit the required design and construction documents to the local utility owner before inclusion into the construction documents.

Easements may be required for several reasons, some of which are as follows:

- Construction on or in close proximity to adjacent property.
- Off-site utilities.
- Off-site storm water runoff.
- Temporary and/or permanent easements may be required with Agreement of Maintenance for items, which may be overhead, or on or below the surface

If easements are required it should be indicated on the [Checklist for Permits and Approvals](#).

A legal description and map shall be provided by the Architect/Engineer which, in turn, shall be forwarded to the DPW-Leasing Unit by the DPW Project Manager. The A/E may provide the documents and other required information as additional services unless otherwise determined.

Refer also to [Checklist for Permits, Certifications and Approvals](#) form indicated in Section 2.4.1.